



PLEASE POST

Department of Employee Relations  
City Hall, Room 706

## **TRANSFER/PROMOTIONAL OPPORTUNITY**

### **AUTOMOTIVE MECHANIC FOREMAN (MPS)**

---

#### **PURPOSE:**

The Automotive Mechanic Foreman supervises, plans, schedules and directs personnel involved in the repair of Milwaukee Public Schools (MPS) vehicles, equipment and other outside owned vehicles and equipment.

#### **ESSENTIAL FUNCTIONS:**

- Plan, direct, check and evaluate the schedules and work activities of shop employees.
- Prepare performance appraisals/evaluations; recommend disciplinary action; make hiring recommendations.
- Contract and monitor work done by outside vendors.
- Develop and implement effective, preventive and emergency maintenance programs.
- Evaluate vehicles for replacement and cyclic maintenance programs
- Maintain control of stock, shop equipment and ordering.
- Prepare, review and monitor estimates for budget requests.
- Prepare various reports for management.
- Arrange employee training and orientation programs.
- Maintain and repair fleet vehicles and equipment.
- Maintain records, reports and other job-related data.
- Perform other job-related tasks as required.

**CONDITIONS OF EMPLOYMENT:** The Automotive Mechanic Foreman is subject to emergency call-in as needed to perform repairs and emergency service and snow plow operations.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### **MINIMUM REQUIREMENTS:**

1. Current status and at least 3 months of experience as a regularly appointed civil service MPS or City of Milwaukee employee
2. Three years of experience in maintenance and repair of vehicles, municipal equipment, or fleet equipment.

NOTE: Equivalent combinations of education and experience may also be considered.

3. Valid Wisconsin's Commercial Driver's License (CDL), Class A, with air brakes, at time of **application**. Satisfactory driving record at time of application and throughout employment is required. Driver's license number must be put on front of the application.

#### **DESIRABLE QUALIFICATIONS:**

- Automotive Service Excellence (ASE) Certification
- Supervisory experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to effectively supervise and manage a group of employees.
- Ability to work effectively in a team environment.
- Ability to work with a diverse group of employees and be responsive to their needs.
- Strong interpersonal skills.

***Automotive Mechanic Foreman (MPS)***

- Strong written and oral communication skills.
- Ability to utilize basic computer programs for use in placing work orders, tracking inventory and payroll, producing reports, and other job-related functions.
- Ability to prepare and maintain accurate and complete records.
- Ability to move or transfer 50 lbs. or more of equipment on a daily basis, including plow frame assemblies/blades, bags of floor dry, heavy equipment batteries, transmissions, etc.

**THE CURRENT PAY RANGE IS:** \$42,966 - \$54,015 annually with excellent benefits

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview or other assessment methods. The Department of Employee Relations and Milwaukee Public Schools reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**APPLICATION PROCEDURE:**

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: Milwaukee Public Schools, Attn: Janet Cleary, Office of Classified Staffing, P.O. Box 2181, Milwaukee, WI 53201-2181 by **February 18, 2011**. Receipt of applications may be discontinued anytime after that date.